

BENJAMIN J. CAYETANO
GOVERNOR

DIRECTOR'S OFFICE
DEPT. OF
TRANSPORTATION

FEB 22 9 31 AM '99



RAYMOND H. SATO
COMPTROLLER

MARY PATRICIA WATERHOUSE
DEPUTY COMPTROLLER

STATE OF HAWAII
DEPARTMENT OF ACCOUNTING
AND GENERAL SERVICES

P. O. BOX 119
HONOLULU, HAWAII 96810-0119

February 18, 1999

COMPTROLLER'S MEMORANDUM 1999-05

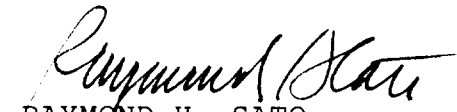
TO: Heads of Departments

SUBJECT: Night Security

Please remind your employees who work after the normal State closing hour of 4:30 p.m., Monday through Friday, excluding State holidays, that the Automotive Management Division, Parking Control Branch, and the Department of Public Safety, Protective Services Division, will provide officers to escort employees to their cars when requested. The number to call is 586-1352.

This service will be provided within the Honolulu civic center complex by the Parking Control Branch and from the State Capitol building by the Protective Services staff. Employees should call at least 30 minutes before departure, provide a call back number, and a location where the officer can meet them outside the building. This information is necessary should the officer be unavailable or delayed. Officers will walk the employees to their vehicles and standby until departure. They should not be expected to assist with carrying any items for the employees.

If there are any questions, please call Mr. Harold Sonomura of my Automotive Management Division at 586-0343.


RAYMOND H. SATO
State Comptroller

c: Governor Benjamin Cayetano
Mr. Sam Callejo